

NCI NetStorage Help Pages

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NetStorage Overview

NetStorage provides a secure Internet-based method to access files and folders stored on your home and group drives. Access to your files is available from almost any computer with an Internet connection using a standard Internet browser and your NCI login credentials. This simple solution for remote file access eliminates the need for complicated computer configuration or special application software. Since NetStorage uses the same account name and password that you normally use to access the NCI network, no extra accounts or passwords are needed to use the service. NetStorage provides you with the ability to securely read, write, copy, move, rename and delete files residing on NCI's file servers from computers located both inside and outside of the NIH firewall. NetStorage provides access to data stored on NCI's file servers – data kept locally on computers is not available through this service.

Requirements for Using NetStorage

Computer capable of accessing the Internet using a supported browser

Supported Browsers

- Mozilla 1.4 or later
- Safari 1.2.1 or later
- Internet Explorer version 5.5 or later

Required Ports

- Port 80 (HTTP) and port 443 (HTTPS) – These ports are commonly used for most web browsing

Accessing NetStorage

From your computer's web browser, enter the following address:

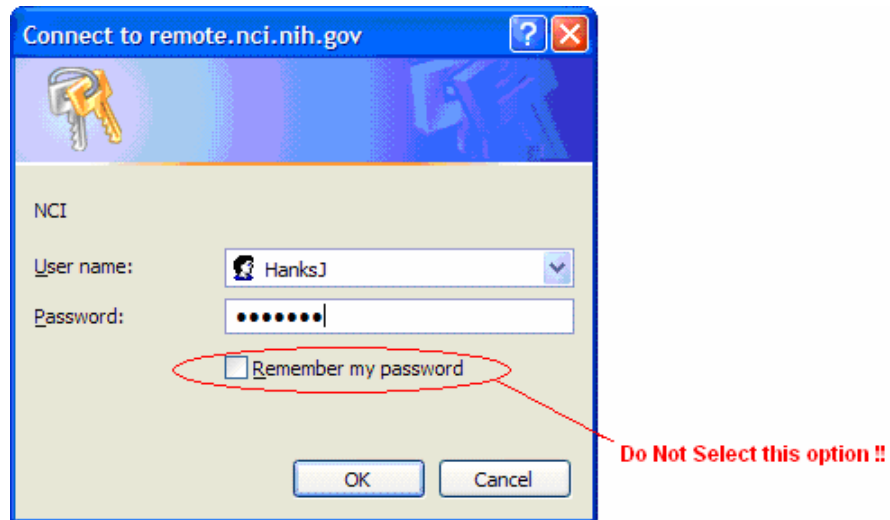
<https://remote.nci.nih.gov>

The NCI Remote Access Welcome screen will be displayed:



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Select **Remote Access to Home and Group Drives** to open NetStorage. When the NetStorage page loads, you will be prompted to login to the NetStorage service. The login dialog should be similar to the following:



Enter your NCI server login **User name** and **Password**.

Important: Selecting the option to "Remember my password" could potentially allow any user of this computer access to your files on the NCI server. Do not enable this option!

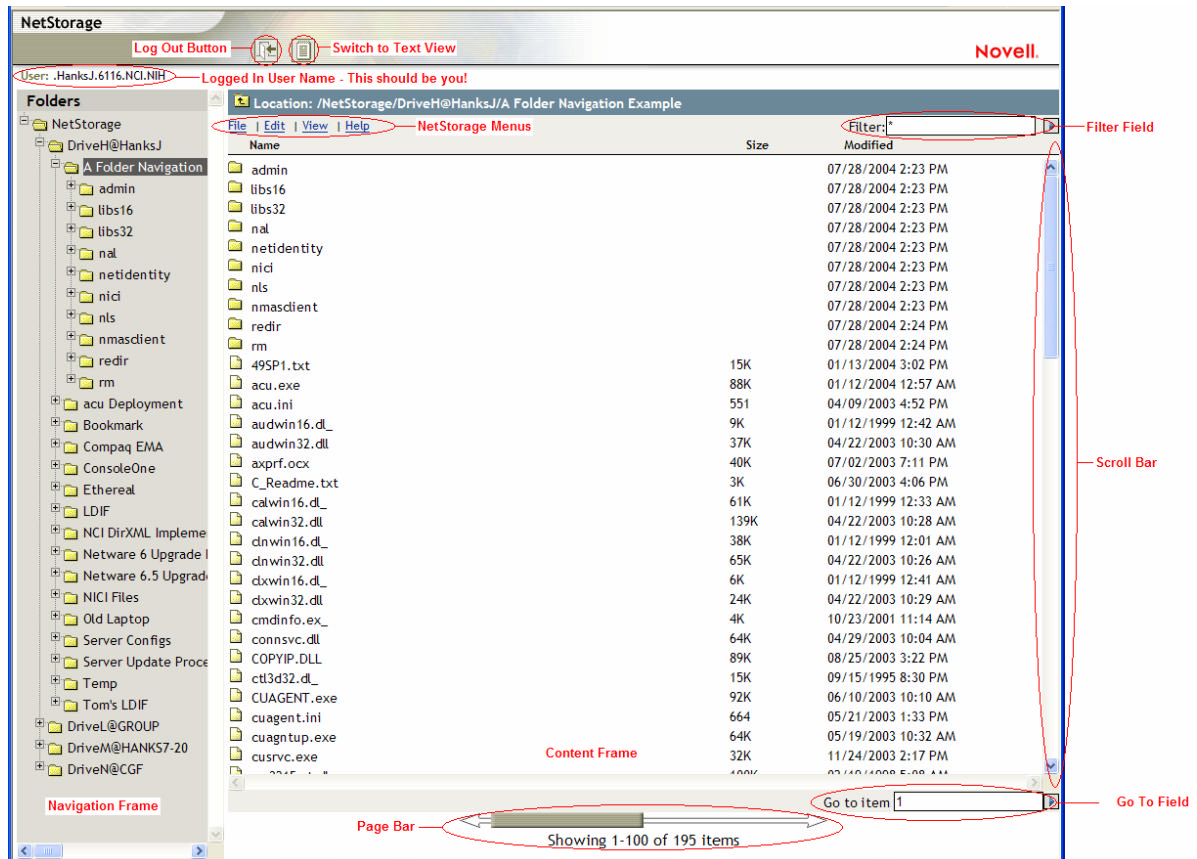
Note: Previous versions of NetStorage required the login account context in addition to the User name. The context is no longer necessary, but if you are used to supplying the context, doing so will not prevent you from logging in.

Using NetStorage

NetStorage Folder View Screen Overview

The NetStorage Folder View screen shown below has had comments added (in Red) to provide additional information about buttons, menus, and other features (circled items) described in this document. This is the screen presented when you login to NetStorage.

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Navigation (Left) Frame

Once logged into NetStorage you can navigate through your server drive mappings. The first set of folders represents each of the drive mappings available to you. You can navigate through the drive mapping folders by either double clicking the folders or by clicking the '+' symbol to the left of the folder. By opening the folders you can explore the contents of the directories and subdirectories on each of the mapped drives. Once a folder has been opened it can be closed and its contents hidden by clicking the '-' symbol to the left of the folder. The Navigation Frame only contains folders corresponding to drive mappings and folders representing subdirectories. Files are only visible in the Content Frame.

Drive Mappings

NetStorage is able to read your network login script and will connect you to the same drive mappings that you have available when logging into a Windows computer connected inside of the NIH firewall. Each of these drive mappings are represented in the Navigation Frame as a folder named after the share the mapping represents (e.g., DriveL@GROUP would be the L: drive on a windows computer – the GROUP portion of the name corresponds to the shared directory name that L: is mapped to).

Note: NetStorage is only able to access files available through mapped drive connections. NetStorage determines the list of available drive mappings by examining the container, profile, and user login scripts. Since NetStorage cannot check each user's computer on the NCI network, there is no way for NetStorage to find out about locally set

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persistent drive mappings. If you have a drive letter that you are used to using on your computer that isn't available when logging into NetStorage the reason is most likely related to locally set persistent drive mappings.

Content (Right) Frame

The right frame displays a listing of the files and folders inside of the folder selected in the Navigation frame. The content is sorted alphabetically with folders always displayed before files. The Content frame will display a maximum of 100 items – use of the Page bar is required to navigate through folders containing more than 100 files and folders.

Scroll Bar use

Depending on the screen resolution of the computer being used to access NetStorage, it may be necessary to use the scroll bar to see the entire contents of the content frame.

Page Bar use

Directories with more than 100 items in the right frame can be navigated using the page bar to move 100 items at a time through the entire listing. Selecting an area of the page bar towards the right arrow causes NetStorage to display the next 100 items in the current directory. Selecting an area of the Page Bar towards the left arrow causes NetStorage to display the previous 100 items in the current directory. If the selected folder contains less than 100 items, the Page Bar is not displayed.

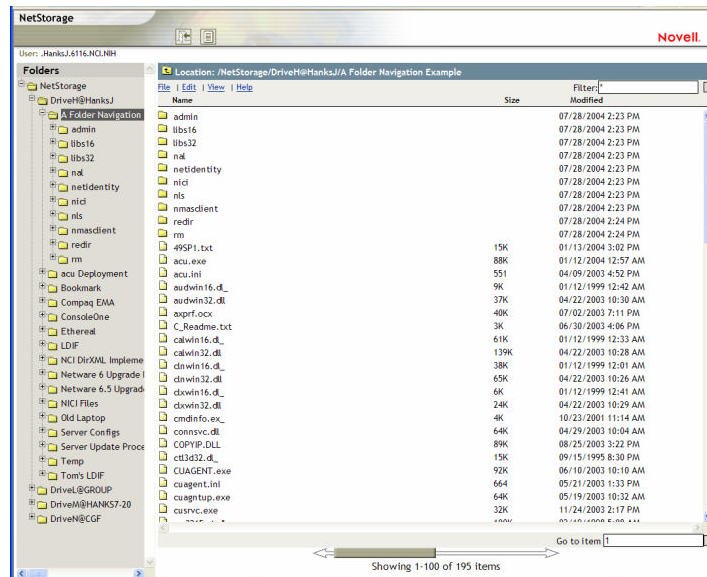
Using Filters in the Folder View

Filters can be used to quickly find files in the selected directory whose names match the specified criteria. Wildcard characters can be incorporated into filter criteria to broaden the number of files selected:

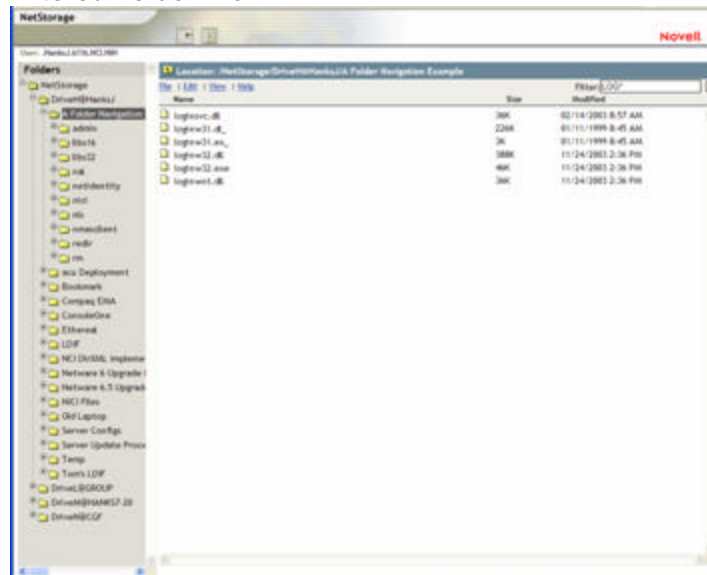
- * matches one or more characters (e.g., log* would match all files beginning with the letters log)
- ? matches any single character (e.g., msproj200? would match all files whose names were ten characters long and whose first nine characters were msproj200)
- Multiple wildcards can be used together in the same filter (e.g., *HIV* would match all files containing the letters HIV)
- The filter feature is not case sensitive (e.g., using NCI for the filter would match a file named nci)

Unfiltered Folder View

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Filtered Folder View

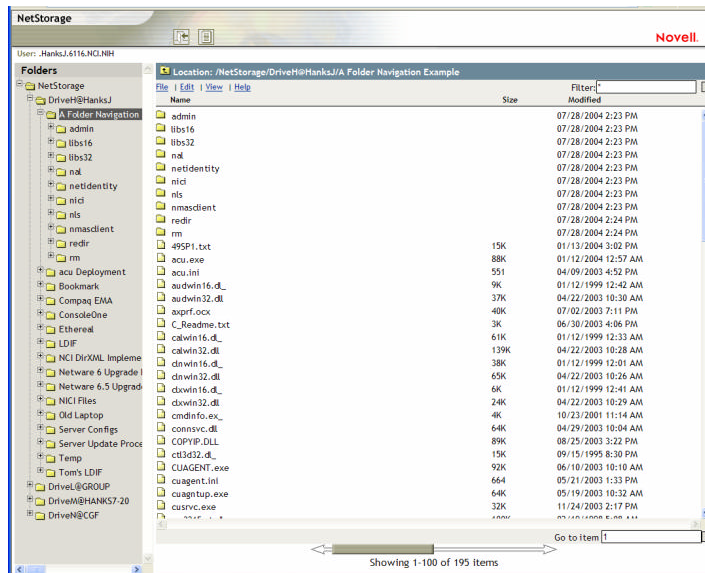


Using the “Go To” Feature of the Folder View

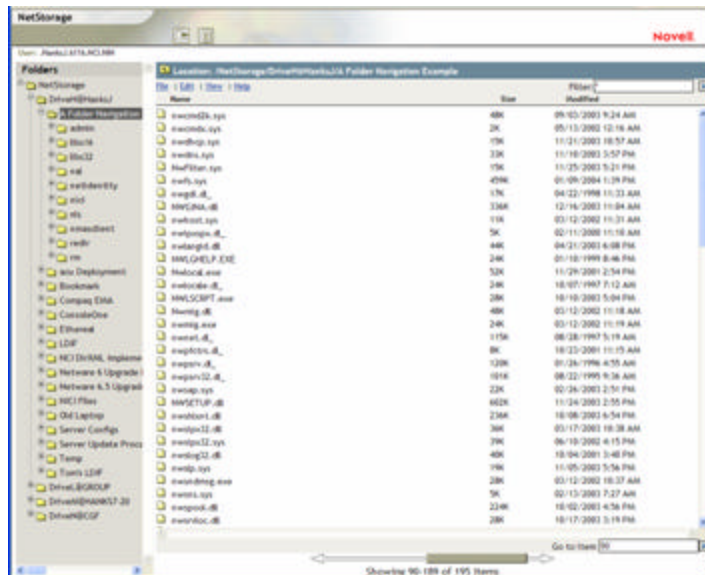
When there are more than 100 items in a selected folder, entering any number (n) in the “Go To” field of NetStorage will cause NetStorage to display the nth to the n+99th items to be displayed. This provides a quick way to navigate folders containing really large numbers of items.

Go To Field Set at Default (1)


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Go To Field Set at 90



NetStorage Text View Screen Overview

Most users will find that Folder View is much easier to use than Text View. The Text View is an alternate way to access your files that is more efficient over slow connections since the graphics used by the folder view do not have to be sent to your computer. To switch to Text View when you are using the Folder View, select the Switch to Text View button,  (it looks like a little notepad) at the top of the screen. Here's an example of the Text View screen:

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To switch back to Folder View after using the Text View option, select the Folder View option in the upper left hand corner of the screen.

Finding Your Files Using Text View

Once you have switched to Text View all files and folders are displayed as hyperlinks (underlined text linking you to the actual file or folder). The first set of folders displayed represents each of the drive mappings available to you. You can navigate through the drive mapping folders by clicking the name of the drive mapping or folder. By opening the folders you can explore the contents of the directories and subdirectories on each of the mapped drives. Once you have opened a folder you can return to the parent folder by selecting the **Parent Directory** link at the top of the screen.

***Tip:** Since Files and Folders do not have icons associated to help you figure out which is a file and which is a folder you can tell by seeing which items are available for downloading. If the item has an option allowing it to be downloaded then it is a file.*

Downloading Files from the Server to your Computer using NetStorage

If you want to work with a file, you must first retrieve a copy of the file from the server. Once the copy has been downloaded from the server you can view, edit, or print the file locally from your computer.

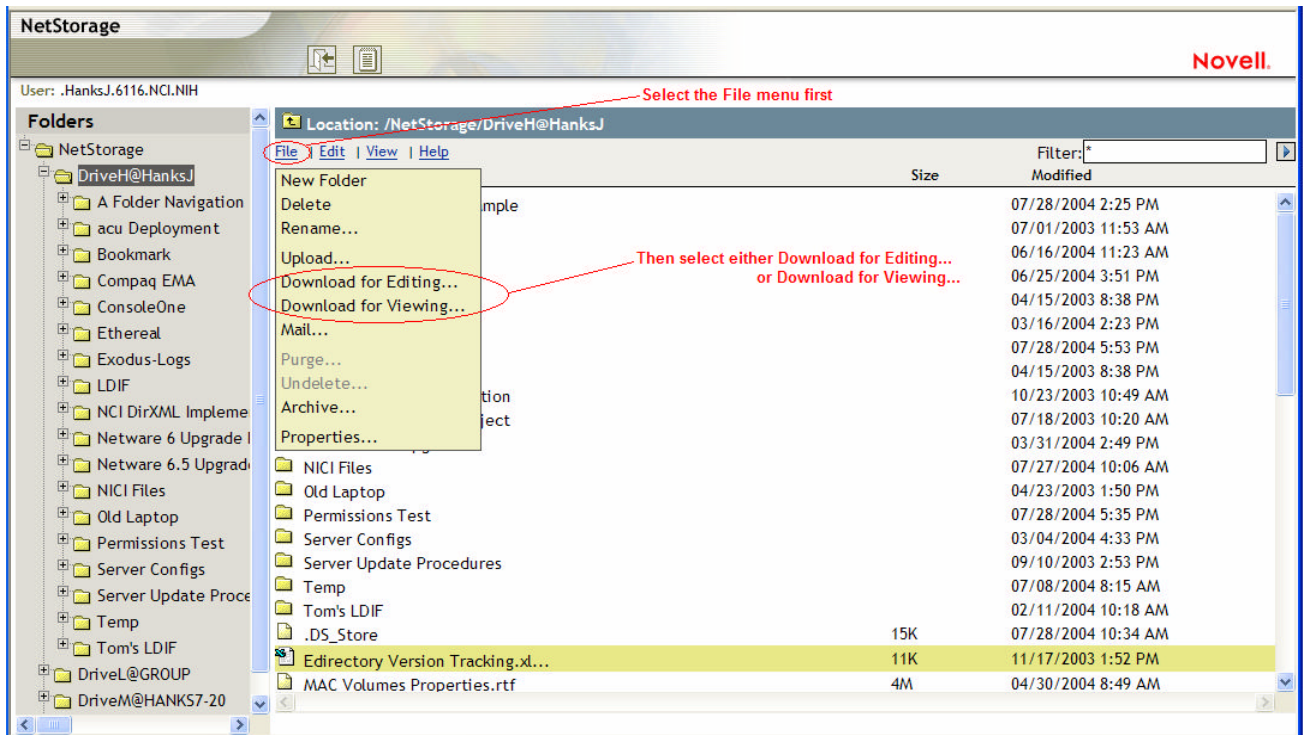
Choosing the Type of Download

There are two options available for retrieving your file:

- **Download for Editing** – This option produces two windows, a download window and an upload window to help you remember to upload your file once you're finished editing the file. In order to use this option you must have been assigned network rights to edit the file. This option should always work for files in your home directory (DriveH), but may not work for files on your group drives (depending on your access rights).

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- **Download for Viewing** – This option only produces a download window. If you later decide to edit the file that you have downloaded you will have to remember to upload it. You do not need to be concerned about network rights to be able to use the Download for Viewing option – if you can see the file in the directory you can download it.



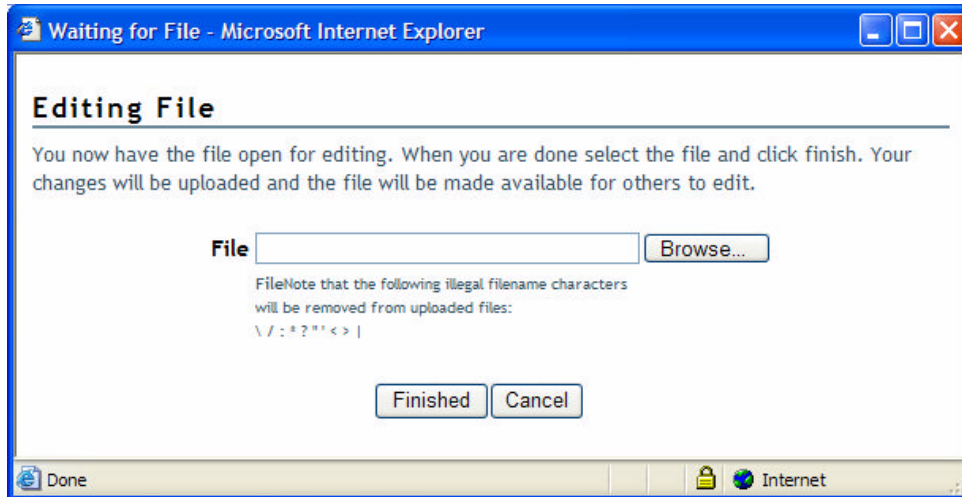
Tip: When in doubt about which download option to use, choose Download for Viewing.

Note: NetStorage will only allow you to download one file at a time. There is no option to download multiple files simultaneously. Similarly, there is no option to download an entire directory.

Download for Editing – Upload File Window

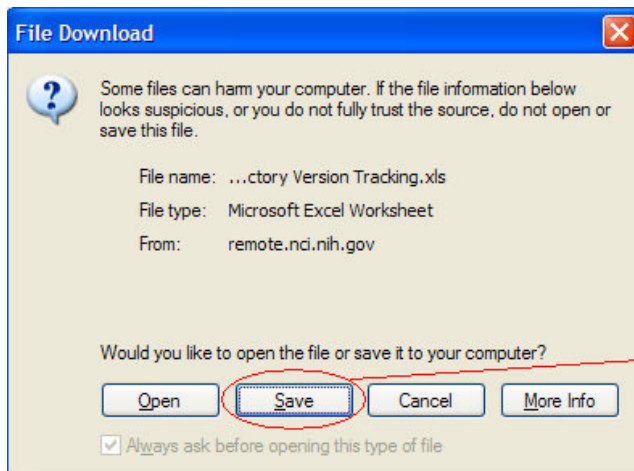
If you select the **Download for Editing** menu option, a window will pop up to allow you to upload your file after you have finished making changes. This window can be ignored until you are ready to save your modified file back to the file server.

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Selecting the Destination

Once the download process begins you will be prompted to select what you want to do with the file. You can choose either to open the file directly from the server or to save a copy locally on the computer.



Make sure you choose to save the file

Important: It is strongly recommended that you select the option to **Save** the downloaded file to the local computer. Selecting the option to **Open** will allow you work with the file; however, it places the downloaded file in the temporary items folder for your browser. Different Internet browsers keep their temporary items in different locations. Microsoft Internet Explorer keeps its temporary items in a folder that is normally hidden. If you make changes to the file after selecting **Open** and later want to Upload it to the server you will likely have problems finding the file.

Important: If you intend to use files remotely, you should make sure that you have software capable of reading the files on the remote computer. For example, if you want to edit a Microsoft Excel data file at home you should make sure that you have Microsoft Excel installed on your home computer. Many programs are available that can open, view, print and even edit files created by other programs; you should be careful whenever using any program other than the program that created the file to modify a downloaded file. Frequently, these programs will

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save changes to the files in their own format which might not be compatible with the software which originally created the document.

Note: *The speed at which the file will be downloaded depends on the speed of your Internet connection and the size of the file. The faster the Internet connection, the faster the file will download. Smaller files will take less time to download than larger files.*

Opening the file

Once the file has been downloaded you can open the folder on the local computer where you saved the file and then open the file. At this point you have full access to the file for the purposes of viewing, editing, or printing the file. You also have the ability to rename, copy, or delete the copy of the file that you have downloaded.

Printing Files Accessed via NetStorage

In order to print a file that is accessible via NetStorage you must first download the file (see the instructions in the "Downloading files from the server to your computer using NetStorage" section of this document). Once the file has been downloaded, the local copy of the file can be opened and printed as long as you have a program on the local computer capable of reading the file.

Note: *The ability to print described here is dependent on the computer already having a configured printer attached with the proper printer driver. If you are unable to print to the printer from other applications on the computer you probably won't be able to print to it from NetStorage either.*

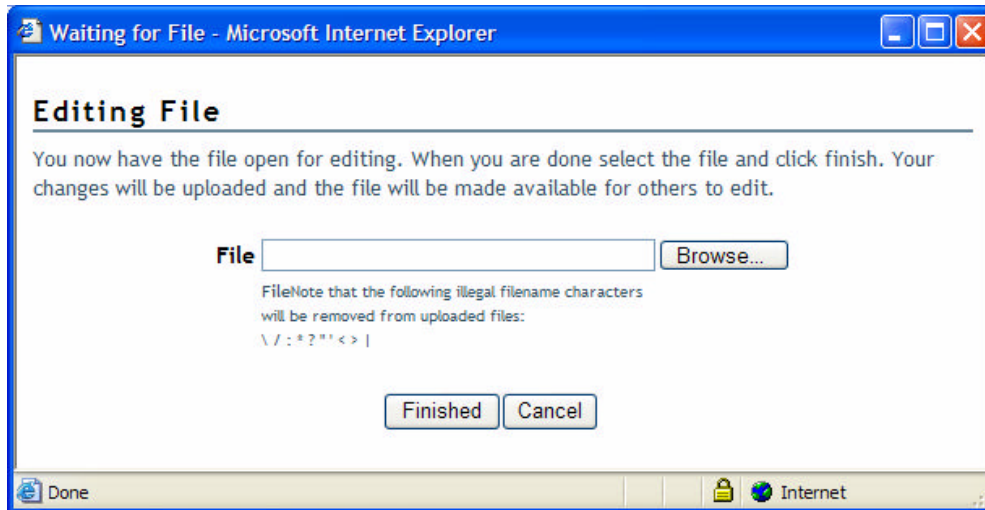
Uploading Files from your Computer to the Server Using NetStorage

If you make any changes to files downloaded from the NCI server you will need to save those changes to the copy of the file stored on your computer. Once the changes have been saved to the local copy of the file you will probably want to store the new version of the file to the NCI server. The upload process copies files from the local computer back up to the NCI server.

Uploading Files Downloaded Using the Download for Editing Option

If you downloaded the file via from the NetStorage Download for Editing menu option you will already have the Uploading File window open, ready to save the file back to its original location.

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Use the **Browse** button to locate the file on the local computer that you want to upload to the server and then select the **Finished** button to start the upload process.

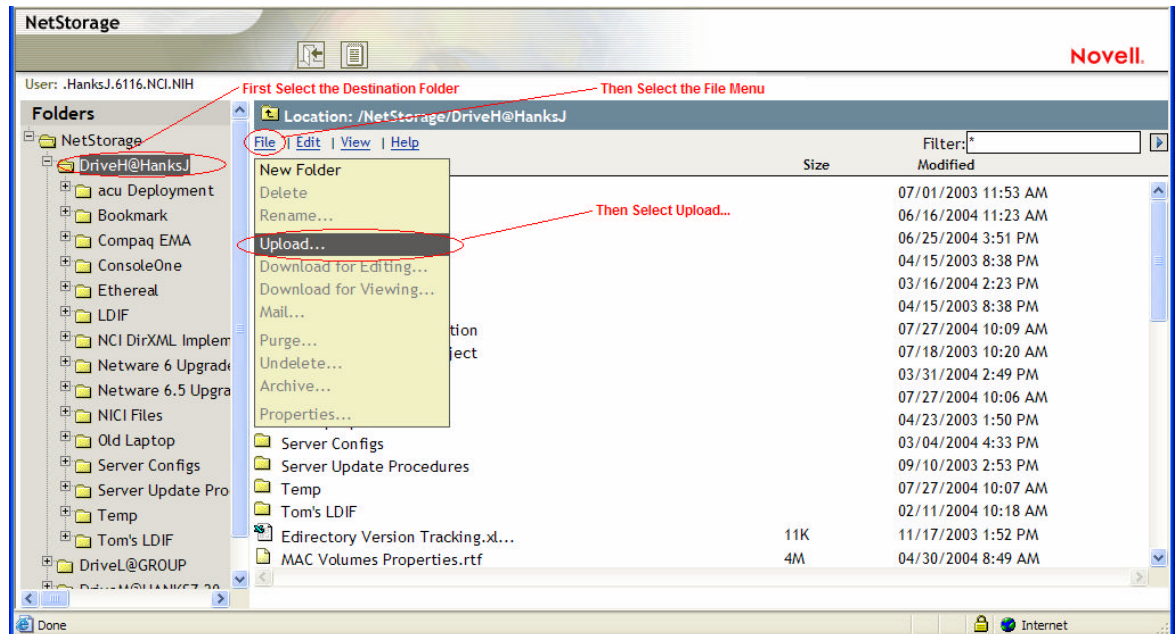
***Note:** The speed at which the file will be uploaded depends on the speed of your Internet connection and the size of the file. The faster the Internet connection, the faster the file will upload. Smaller files will take less time to upload than larger files.*

Uploading Newly Created Files or Files Downloaded Using the Download for Viewing Option

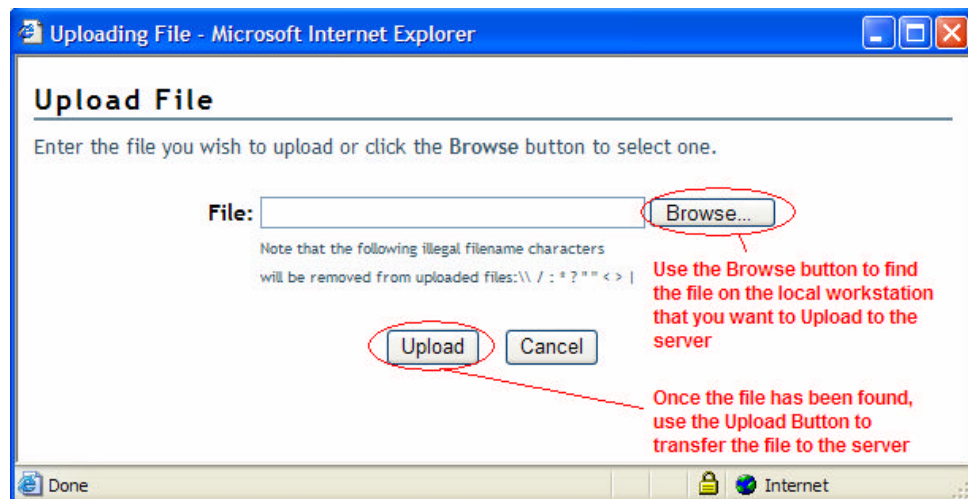
If you want to save a new file that you have created on your computer or a file previously downloaded from an NCI server via NetStorage's **Download for Viewing** menu item, use the following steps to copy the file back to the server:

1. Use the Navigation Frame of NetStorage to select the folder where you want to upload the file to
2. Select the **File** menu
3. Choose the option to **Upload...**

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You will now be presented with the Uploading File window:



Use the **Browse** button to locate the file on the local computer that you want to upload to the server. Once the file has been found, use the **Upload** button to transfer the file to the server.

Important: Macintosh users should use caution when replacing files on the server if they have downloaded the files to a Windows computer. Under certain circumstances replacing a Macintosh file on the server with a file modified on a Windows computer can corrupt the file on the server. NCI Technical Support can help you to determine if this applies to you. Using NetStorage from a Macintosh to access Macintosh files on the server eliminates this concern.

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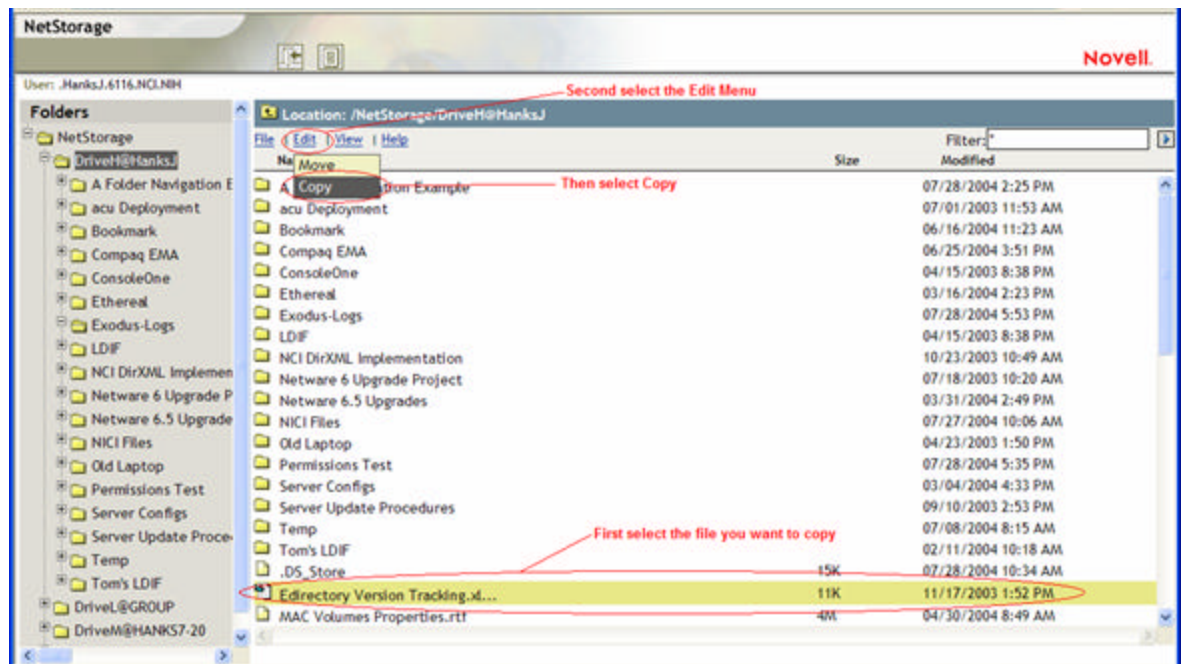
Manipulating Files on the Server with NetStorage

Important: Macintosh users should use caution when manipulating files on the server from a Windows computer. Under certain circumstances working with Macintosh files on the server from a Windows computer can corrupt the files on the server. NCI Technical Support can help you to determine if this applies to you. Using NetStorage from a Macintosh to access Macintosh files on the server eliminates this concern.

Copying Files

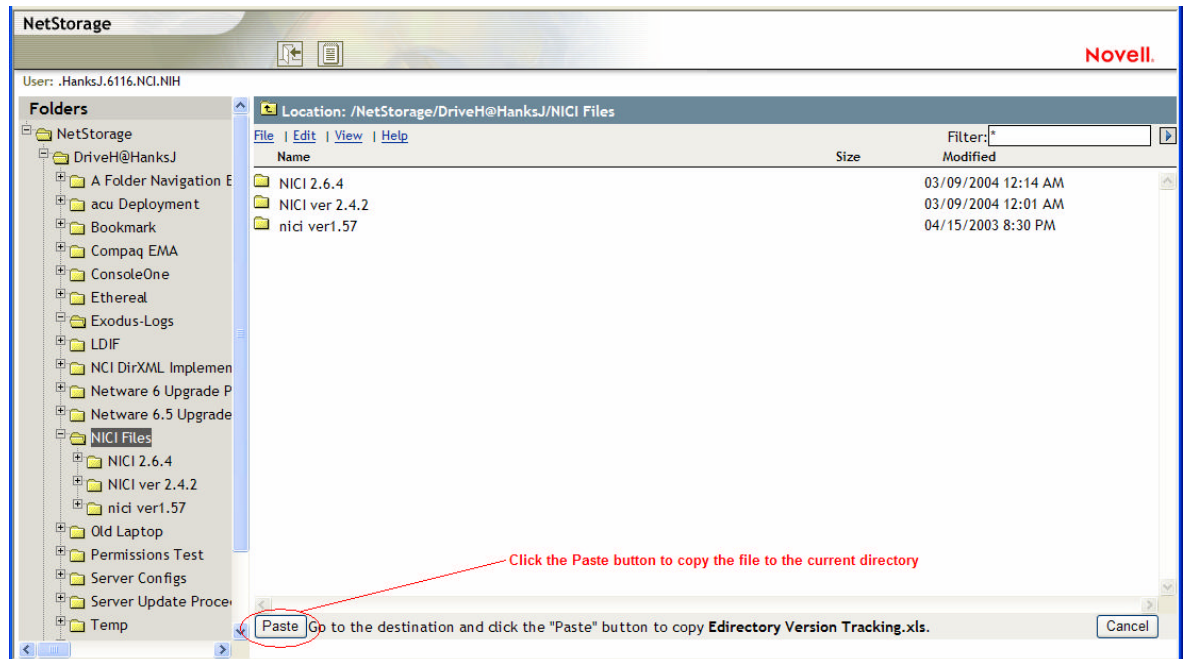
You can use the following procedure to copy a file on the server from one directory to another directory on the server or want to make a duplicate of a file in the same directory:

1. Select the File that you want to copy in the Content Frame of NetStorage
2. Select the **Edit** menu
3. Choose the option to **Copy**



4. Browse to the directory when you would like to create the copy
5. Select the Paste button to complete the copy process

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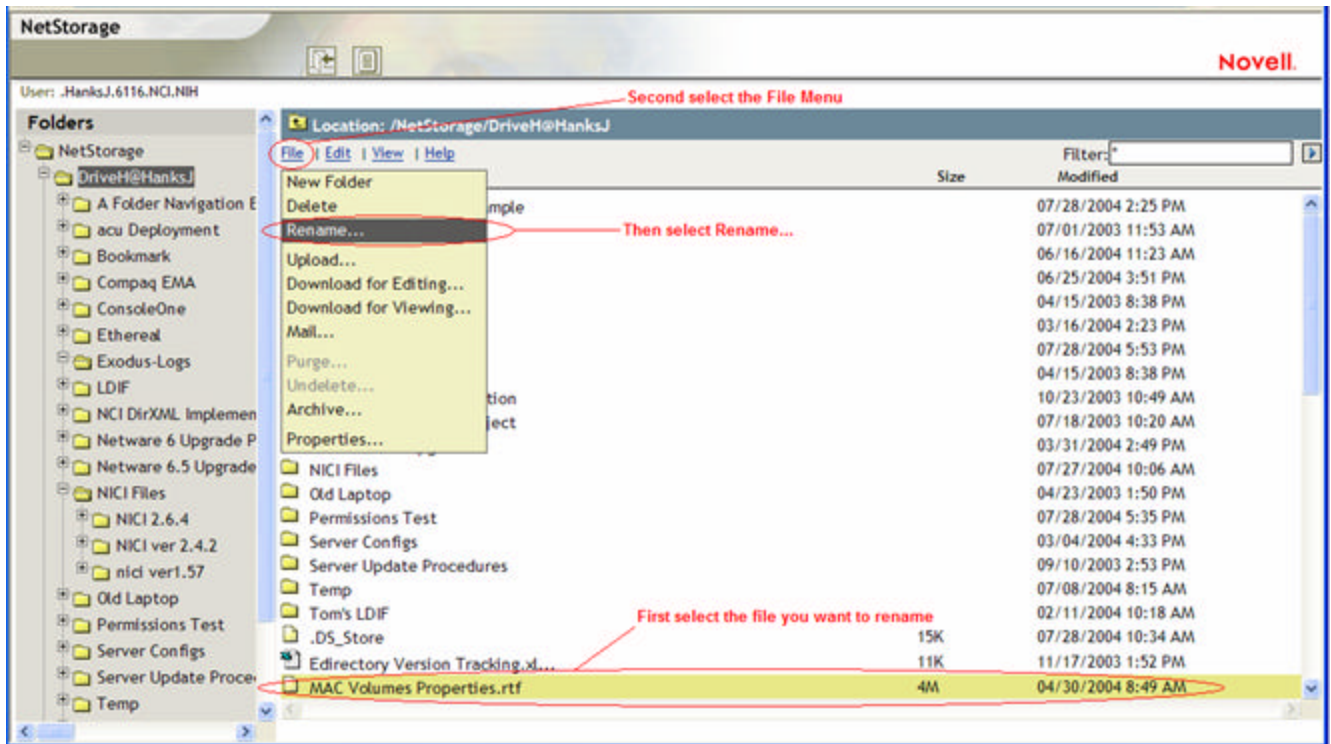
Note: When you copy a file and paste it back into the same directory that it was copied from the text "Copy of " is added to file name.

Renaming Files

Files on the server can be renamed via NetStorage using the following procedure:

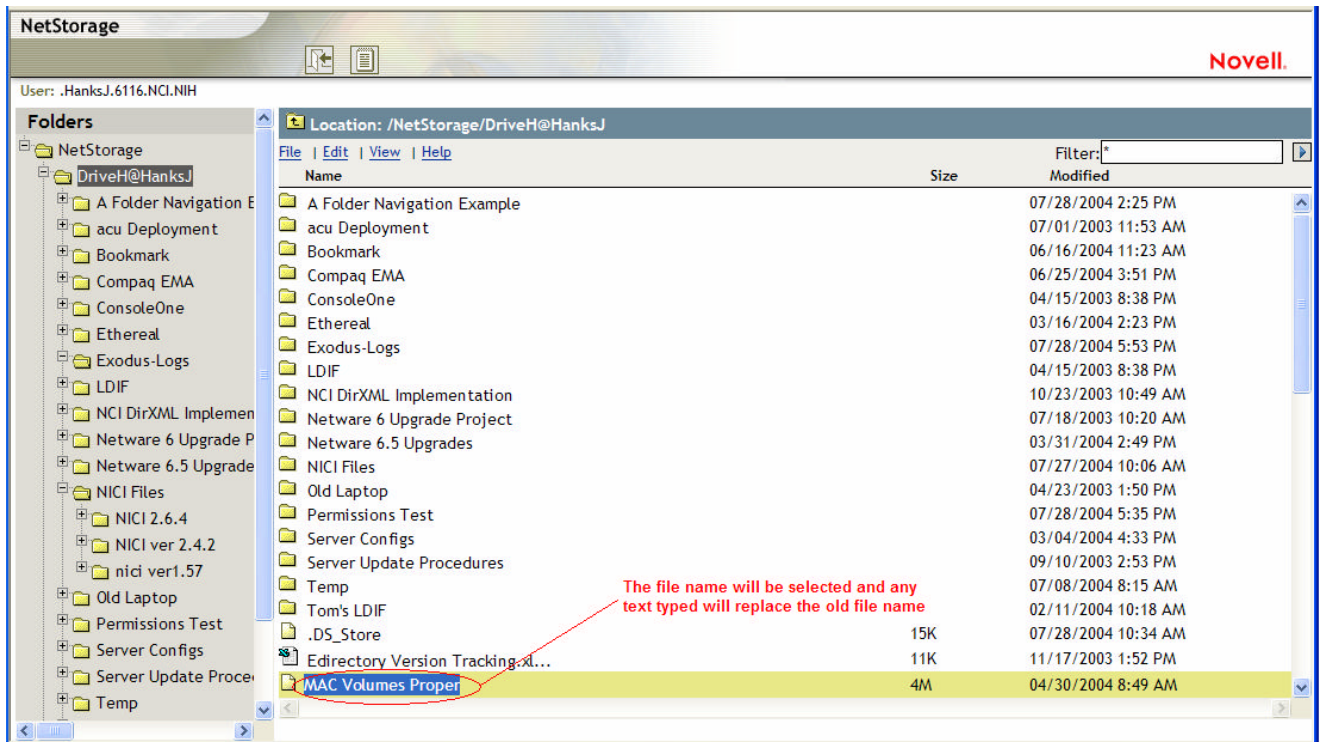
1. Select the File that you want to rename in the Content Frame of NetStorage
2. Select the **File** menu
3. Choose the option to **Rename...**

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4. The file name will be highlighted and any text that you type will replace the old file name

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Note: Even if the entire file name is not visible when selected for rename, any text you type will replace the original name.

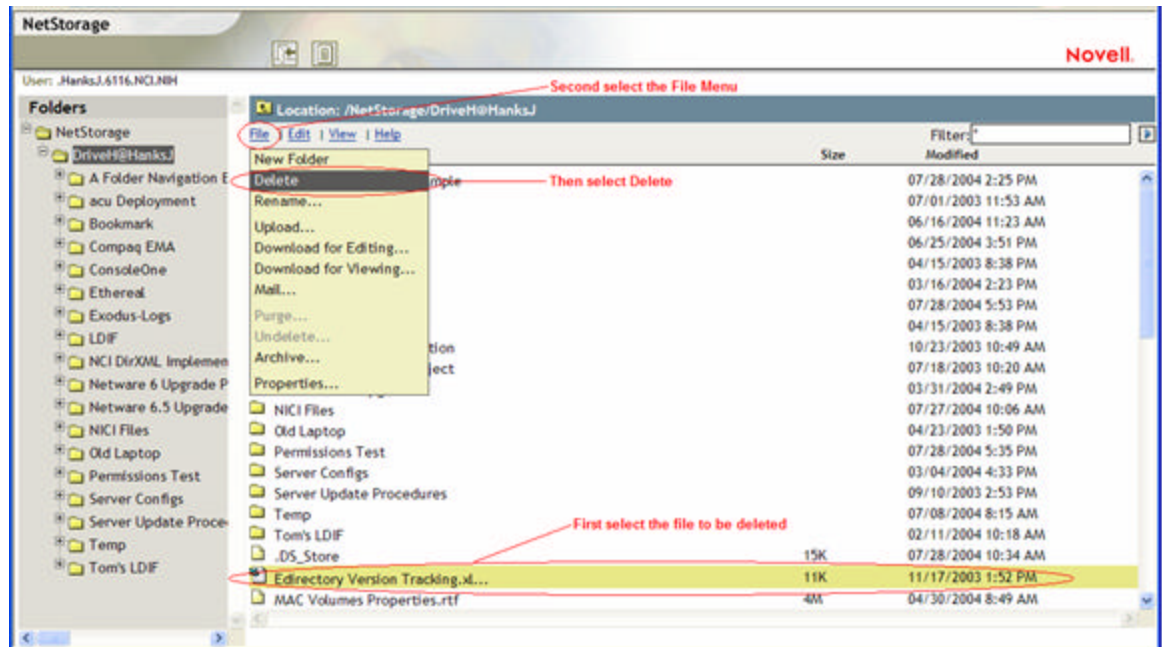
Tip: If you only want to change a portion of the file name you can click within the file name to change the text mode. Once that has been done any text you type will be inserted into the existing file name. When in insert mode the backspace key can be used to erase portions of the original file name, allowing you to change the name to anything you want.

Deleting Files

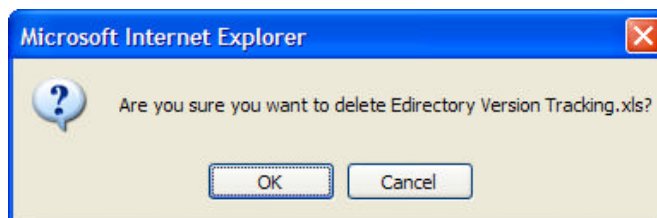
You can use NetStorage to delete files on the server by using the following process:

1. Select the File that you want to delete in the Content Frame of NetStorage
2. Select the **File** menu
3. Choose the option to **Delete**

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4. You will be prompted to confirm that you are sure that you want to delete the selected file. Click OK if the file selected is the one you wanted to delete.



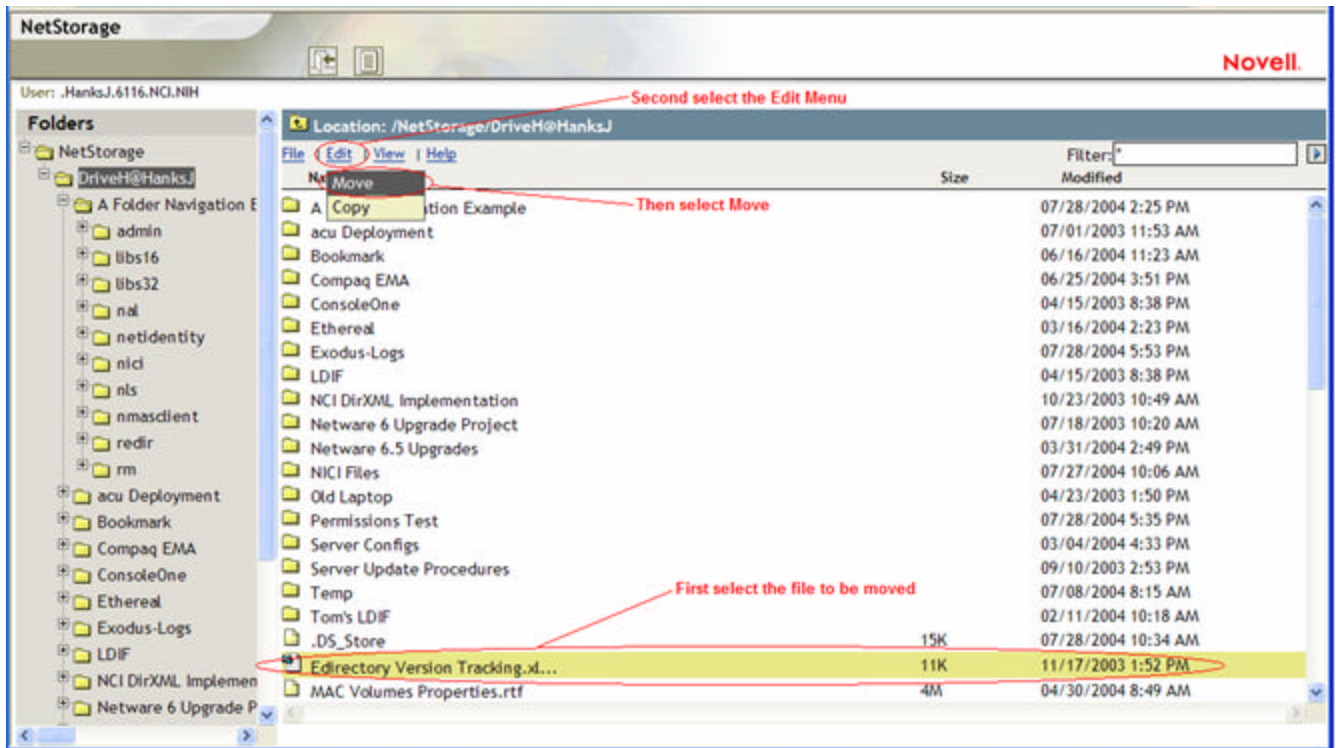
Note: If you mistakenly delete a needed file there is a way to recover the deleted file if you promptly take advantage of the process outlined in the section of this document titled "Using NetStorage to Access Files that have been Deleted".

Moving Files to a Different Directory

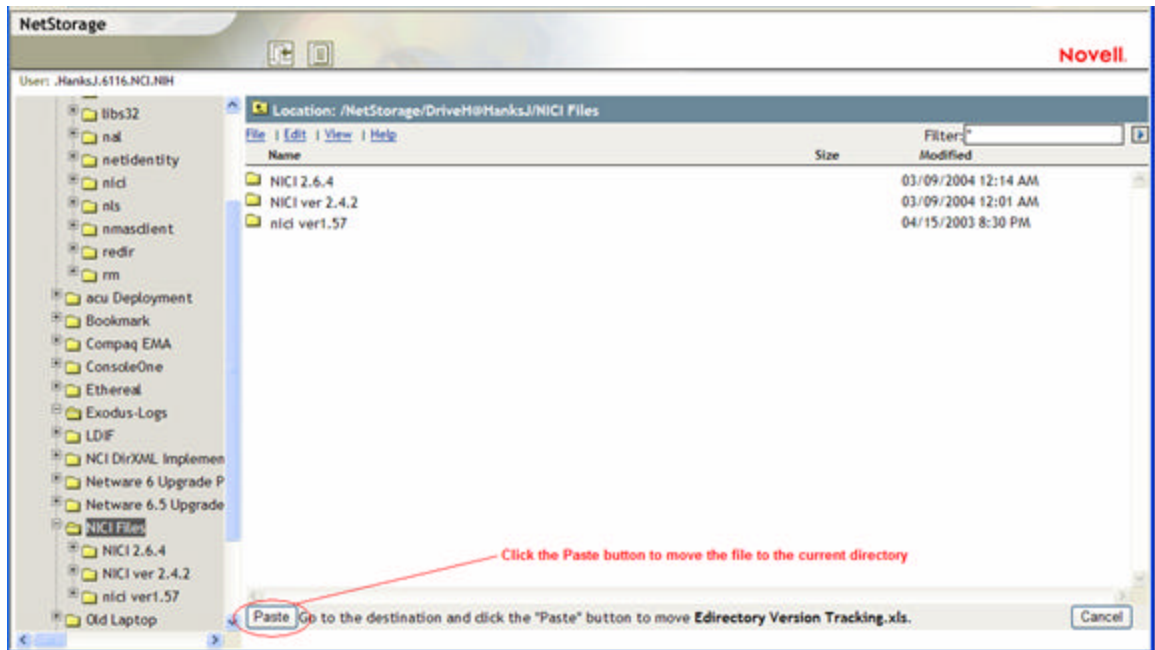
You can use NetStorage to move a file on the server from one directory to another by using the following process:

1. Select the File that you want to delete in the Content Frame of NetStorage
2. Select the **Edit** menu
3. Choose the option to **Move**

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6. Browse to the directory when you would like to move the file
7. Select the Paste button to complete the move operation

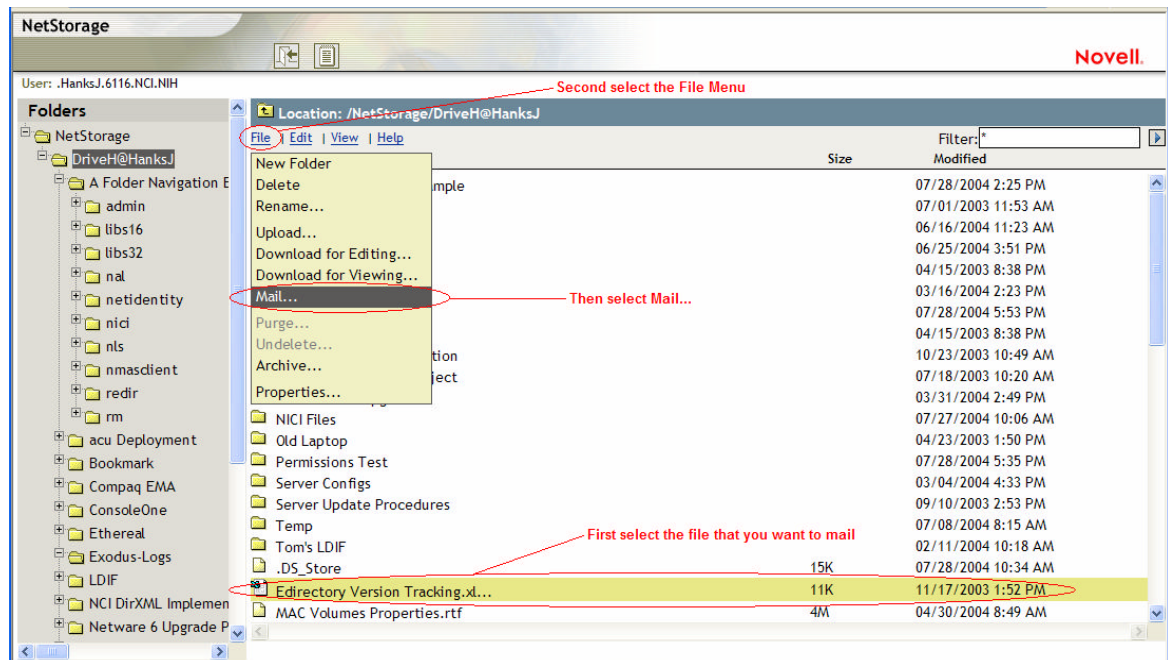


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Mailing a Copy of a File to Someone

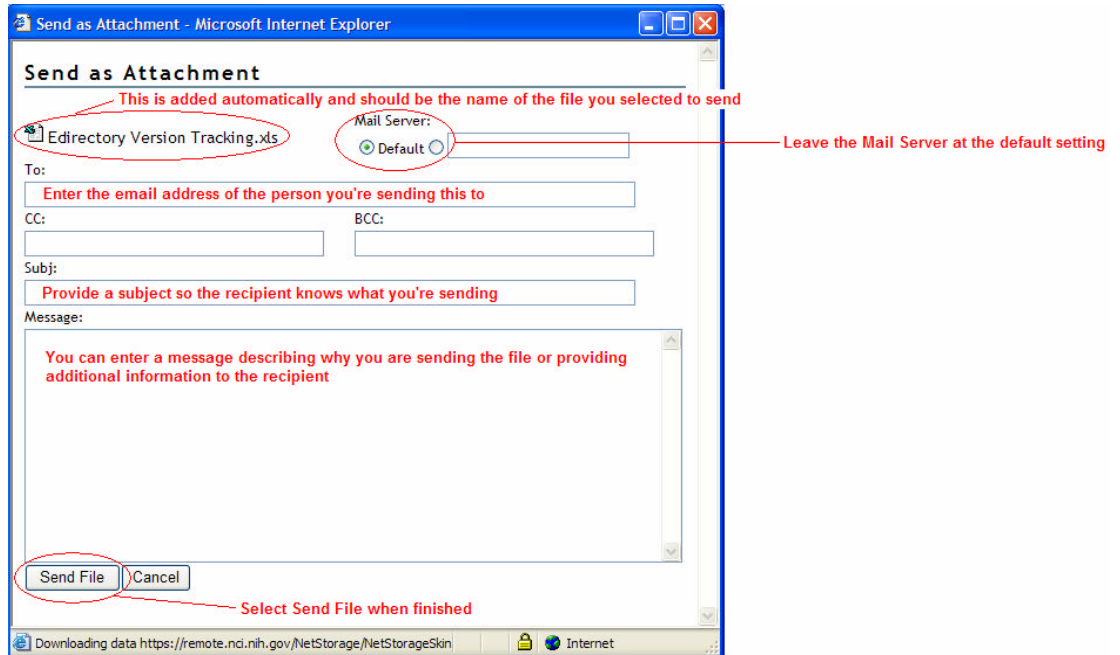
It is frequently convenient to send a copy of a file via email to another user. NetStorage makes this very easy to do:

1. Select the File that you want to email in the Content Frame of NetStorage
2. Select the **Edit** menu
3. Choose the option to **Mail...**

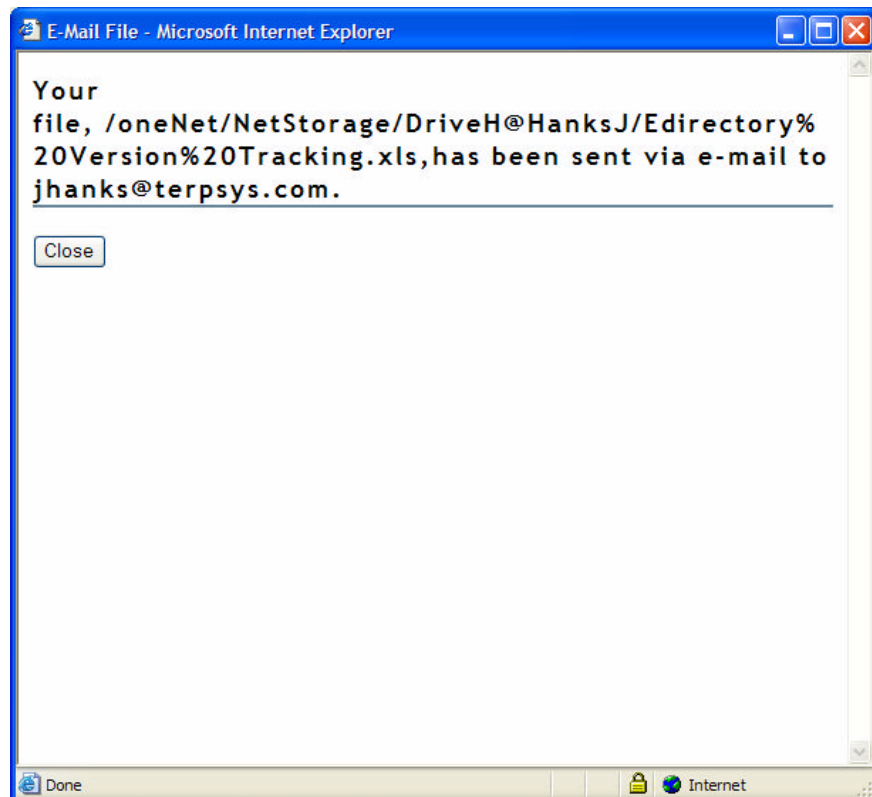


4. You will be provided with a window allowing you to specify who the file will be sent to as well as allowing you to provide additional information about the file you are sending
5. Once you have finished providing the information needed to send the file, select the **Send File** button

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6. If the NetStorage server is successful transferring your file to the default mail forwarder, you will see a message similar to the following:



Note: When the current version of NetStorage sends a copy of the file via email it adds some additional information onto the front of the file name regarding the

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source of the file. This may be a minor inconvenience to some users. We will request that the developer of NetStorage remove this additional information in a future version of the product.

Note: The message that you receive letting you know that the transfer was successful was generated by NetStorage after it was able to hand off your email to NIH's email forwarding server. It is not an indication of the successful transfer to the recipient. If you make a mistake entering the email address of the recipient for the message you will not receive notification that message transfer failed.

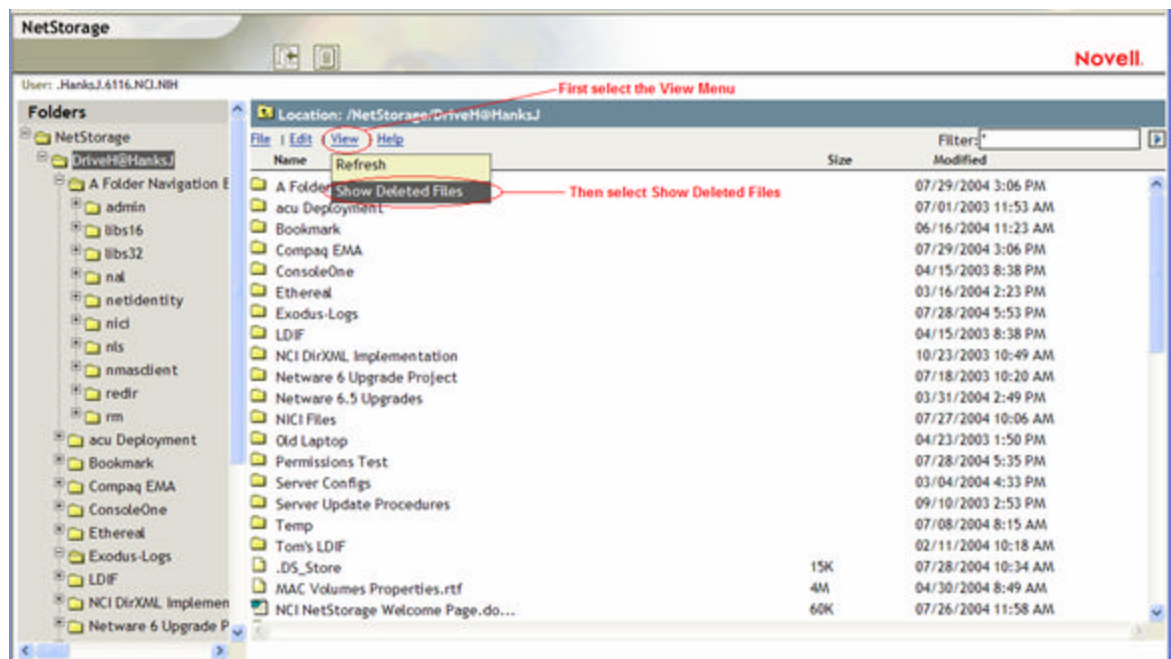
Using NetStorage to Access Files that have been Deleted

When files stored on the server are deleted they aren't immediately erased from the server's disks. Deleted files are given a special "Deleted" attribute which prevents them from showing up in normal server directory listings. Files marked as deleted can be recovered if you request it before the file is permanently erased from the server. Servers which are not critically short on disk space keep deleted files on the their disks for at least three days before they are permanently erased.

Viewing Deleted Files

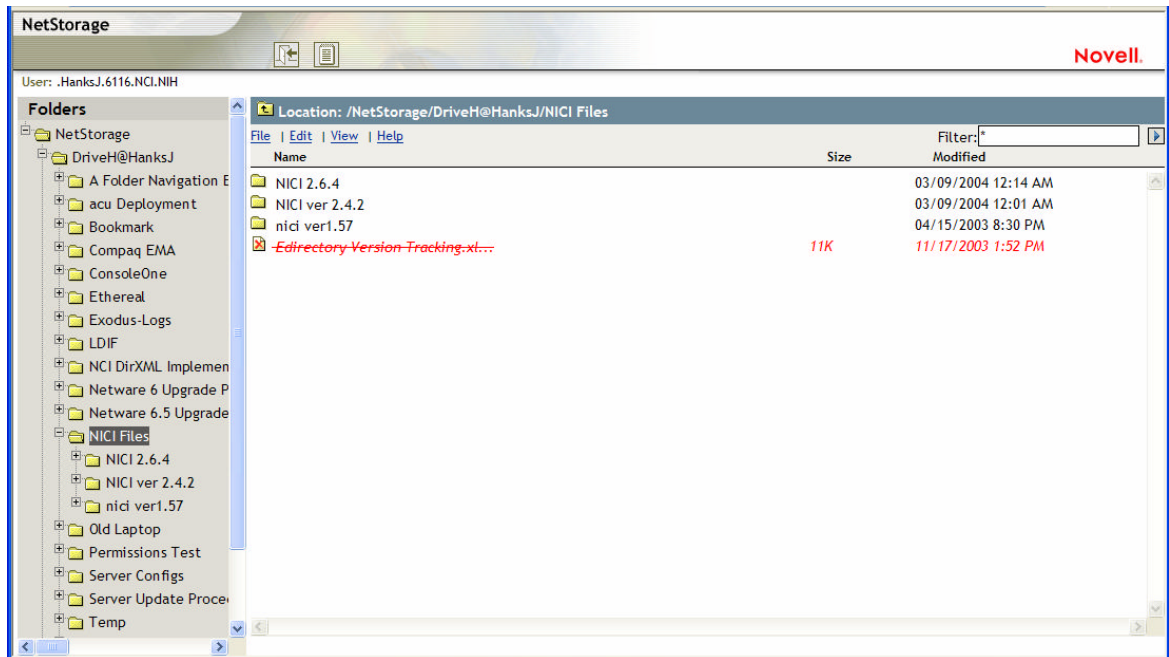
You can use NetStorage to find files on the server that have been deleted which could be recovered. To see your deleted files:

1. Select the **Edit** menu
2. Choose the option to **Show Deleted Files**



Once the option to show deleted files has been turned on, you will see deleted files listed in the Content Frame highlighted in red and crossed-out.

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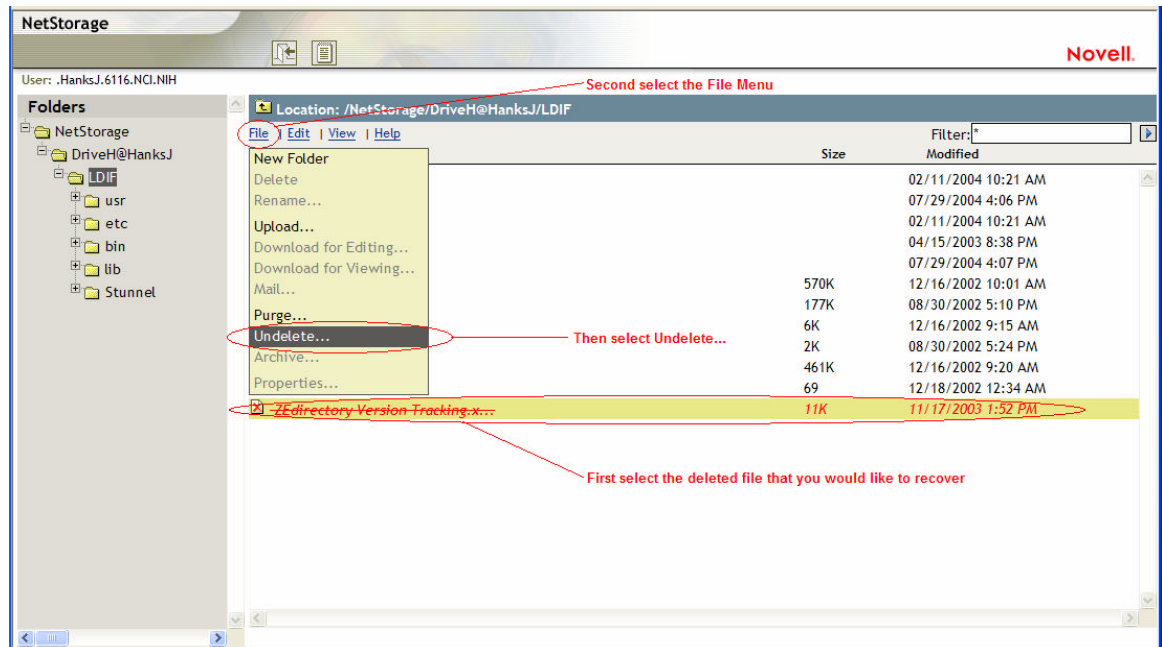
Note: When browsing deleted files you may see multiple versions of the same file with different modification dates. Many programs actually delete old copies of the file when you save modifications of the file. These other versions are each available for recovery.

Recovering Deleted Files

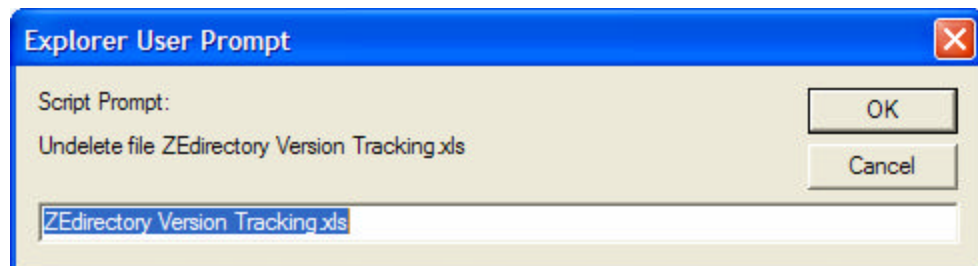
NetStorage can be used to recover files that have been deleted. This option is handy to use when you make the mistake of deleting a needed file. Normally files deleted are kept hidden on the server until after they have been backed up to tape. You may be able to use NetStorage to recover a deleted file on the server by using the following process:

1. Select the deleted File that you want to recover in the Content Frame of NetStorage
2. Select the **Edit** menu
3. Choose the option to **Undelete...**

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4. The Undelete prompt will give you the ability to rename the file that you are recovering. If you want to keep the name of the recovered file the same then select the **OK** button.



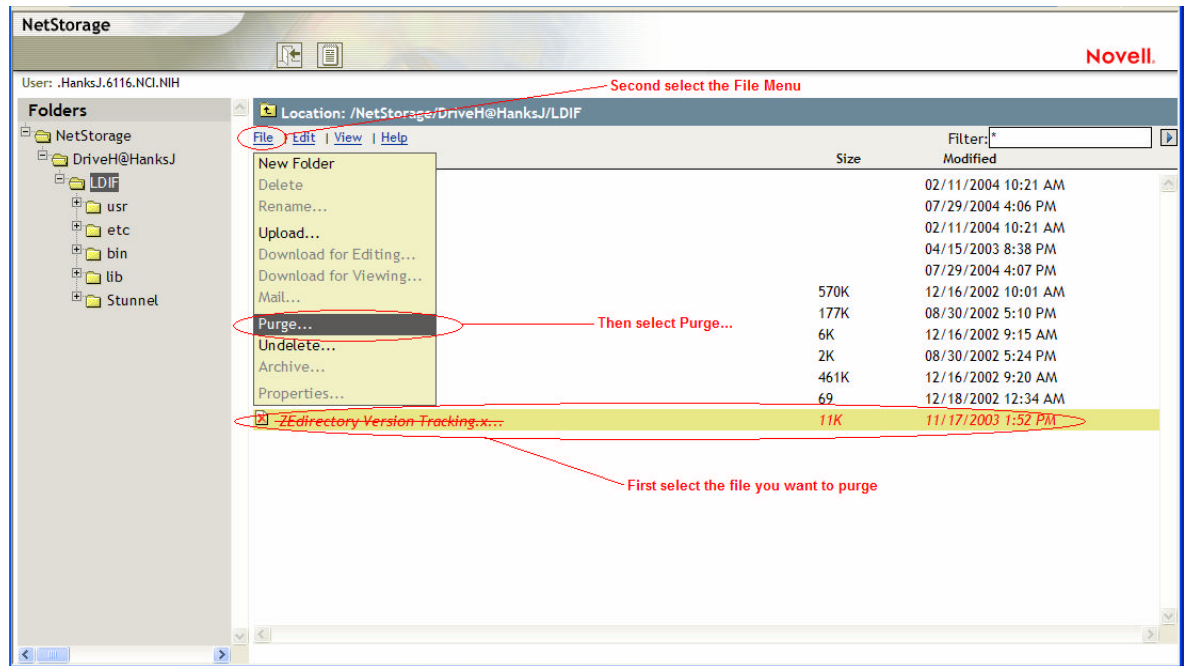
Important: When deleted files are recovered you are given the option to rename the recovered file so that newer versions of the file do not get overwritten by the recovered file. If you accept the default name for the recovered file (the file's original name) and there is also a newer file with that same name, the newer file will be replaced with the older file.

Purging Deleted Files

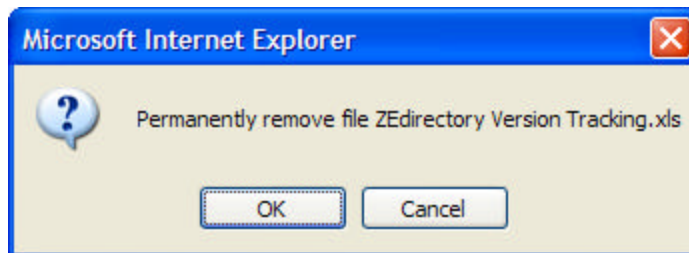
NetStorage can remove files that have been deleted from the server so that they cannot be recovered. Purging files will permanently remove deleted files from the server's disks before the normal weekly purge process does it. The process of purging deleted files can be used as follows:

1. Select the deleted File that you want to Purge in the Content Frame of NetStorage
2. Select the **Edit** menu
3. Choose the option to **Purge...**

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4. If you are certain that you want to remove the file from the server select the **OK** button.

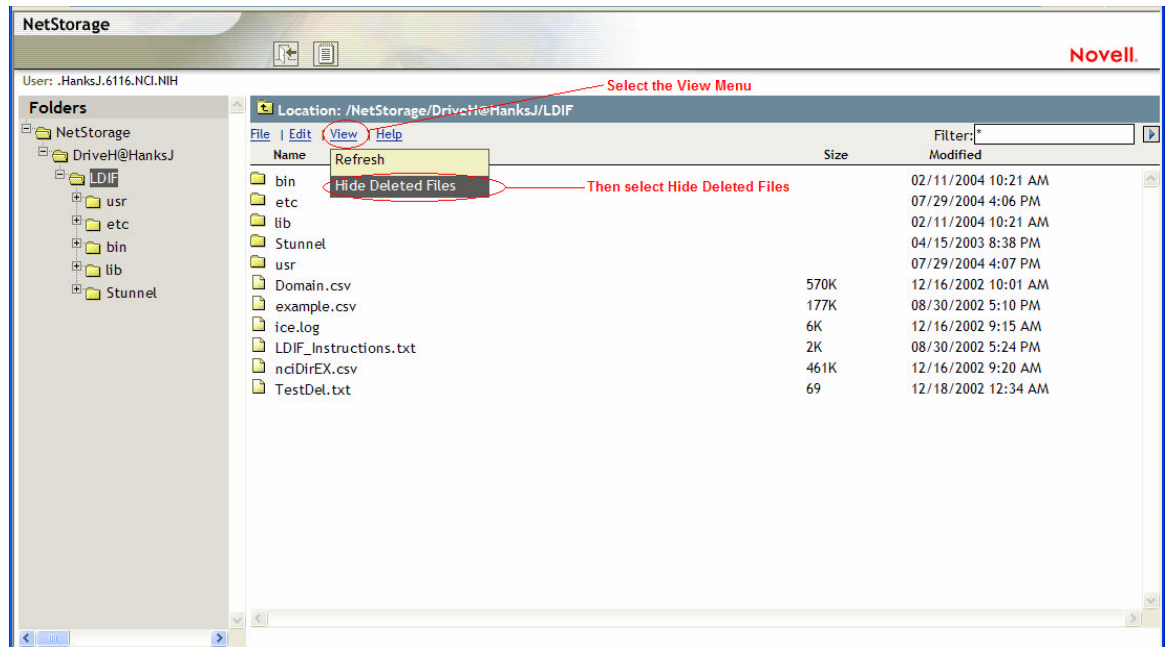


Hiding Deleted Files

Once you are done working with deleted files you can instruct NetStorage to hide deleted files on the server so that you only see normal files. To hide deleted files:

1. Select the **Edit** menu
2. Choose the option to **Hide Deleted Files**

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Getting Help Using NetStorage

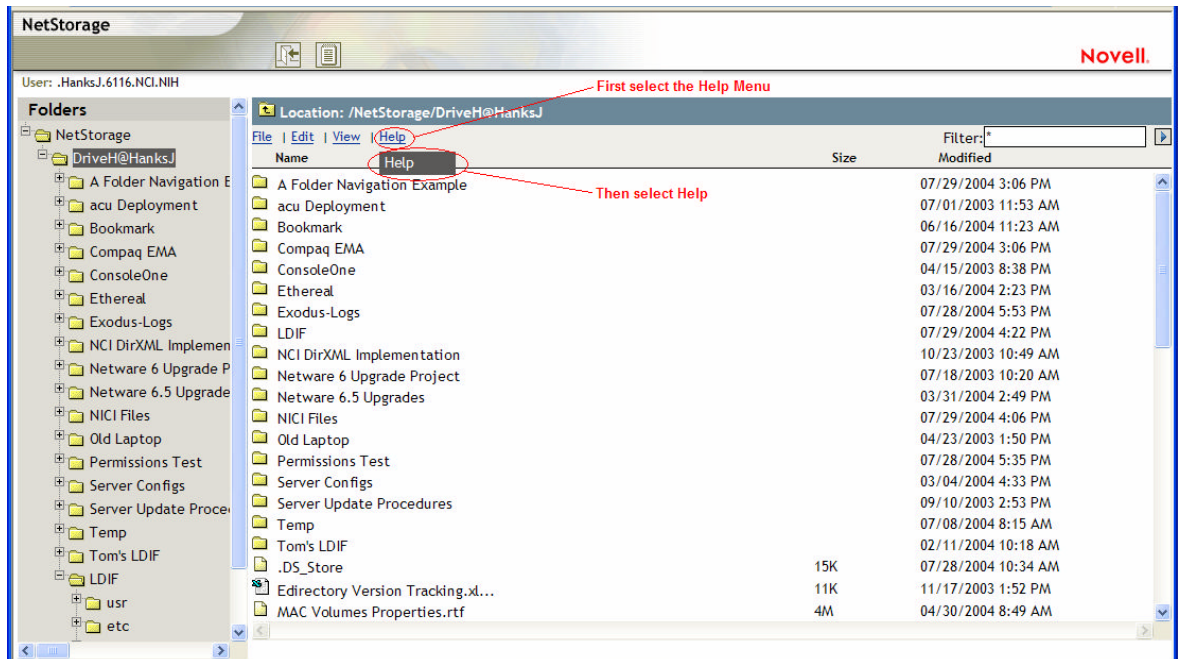
There are several options available for getting assistance when using NetStorage. One of the primary goals of the implementation of NetStorage was to provide a way for users to get to their files whenever or from wherever they want to. Multiple options for obtaining assistance have been provided so that users can get answers to their questions no matter when or where they are accessing NetStorage.

NetStorage Help Menu

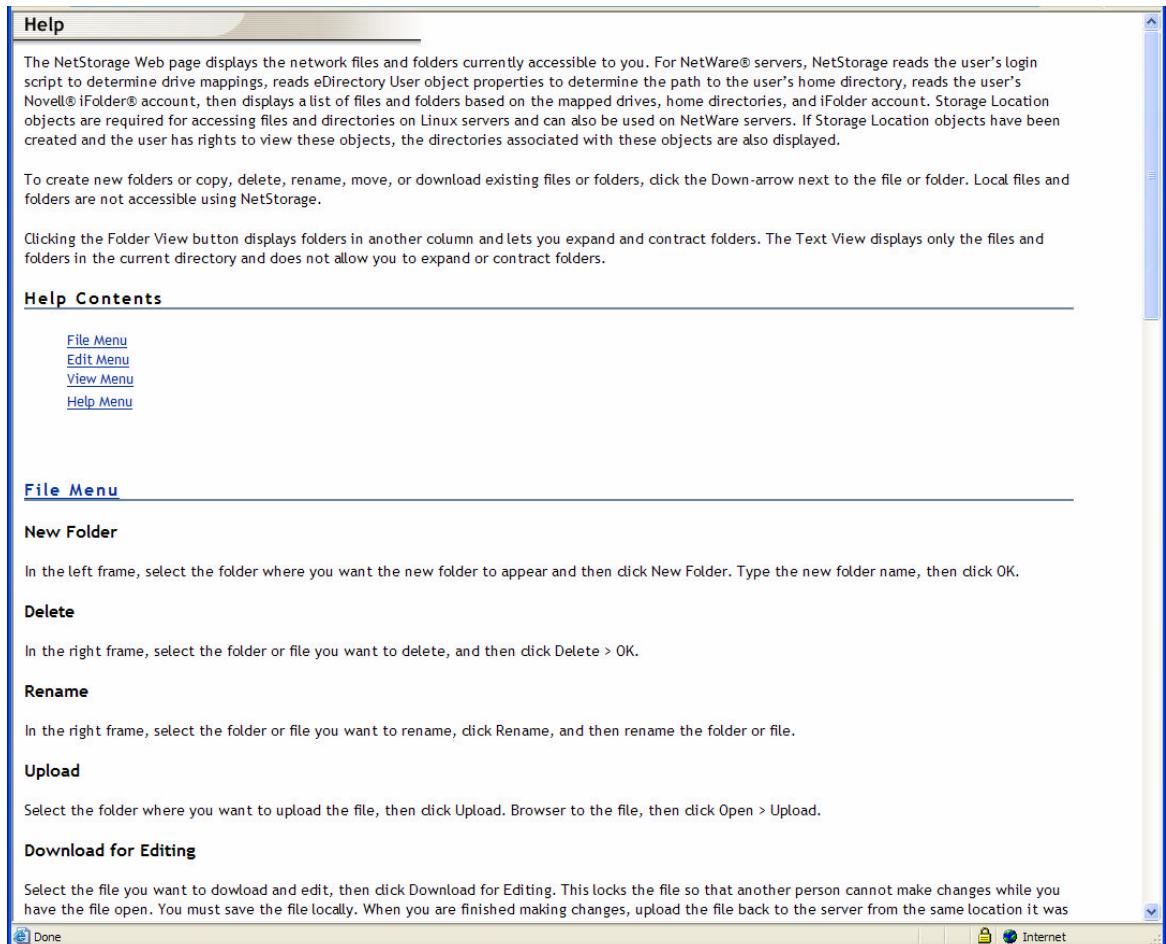
NetStorage provides a help menu option that will provide a quick overview of NetStorage features. This help option was provided by the creators of NetStorage and does not include any information specific to NCI's implementation.

This online help is readily accessible by selecting the **Help** menu and then clicking **Help**.

NCI NetStorage Help Pages



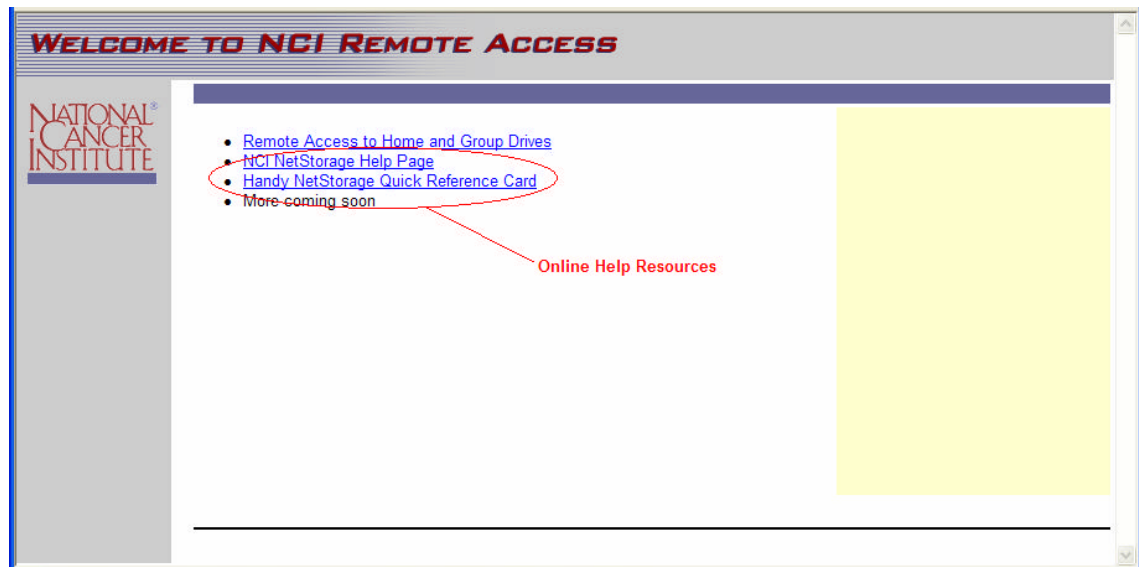
Below is a portion of the Help screen available from within NetStorage:



NCI NetStorage Help Pages

NCI NetStorage Online Help Resources

NCI's network support staff has created a couple of customized resources to help users get the most out of NetStorage. These resources contain more detailed information than the NetStorage Help Screen and also contain information specific to NCI's implementation of NetStorage. Many usage hints and tips have been included in these as well as important warnings to help keep you from making mistakes while using NetStorage. These resources are accessed from the same page that you use to access NetStorage (<https://remote.nci.nih.gov>).



There are two customized help references available:

- The "NCI NetStorage Help Page" - This is the document that you are looking at now. It is a web page that can be opened in a browser window while connected to NetStorage and can be used as a detailed reference guide.
- The "Handy NetStorage Quick Reference Card" – This document is a two page Microsoft Word document that can be downloaded and printed out to provide easy access to instructions for using the most frequently needed features of NetStorage.

NCI Help Desk

If you have any problems using NetStorage, please contact the NIH Help Desk. You can reach them via email at helpdesk@nih.gov or via phone at (301) 496-HELP (496-4357). In your request please include as much information as possible about the nature of the problem. The following questions may help you get this information together:

- If you get an error message, what is the exact message that you receive?
- What were you attempting to do when the problem occurred?
- Does the problem always occur when you attempt to do this or does the problem only occur occasionally?
- Which supported Internet browser are you using?
- Which kind of Internet connection are you using? (dial-up, DSL, Cable, etc.)

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NetStorage is a service that is currently only used by NCI. The Help Desk may need to refer the call to NCI's support staff.

Protecting Confidential Information Accessed via NetStorage

While You Are Connected

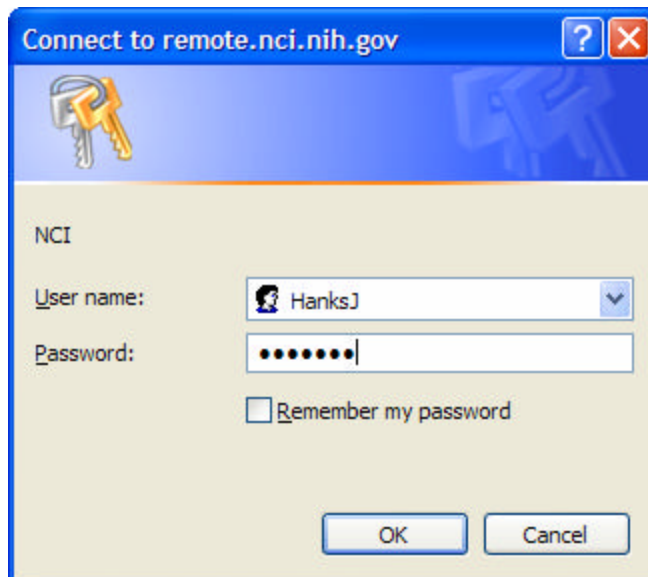
SSL sessions

While you are logged into NetStorage, all data transferred between your computer and the server is encrypted preventing anyone from eavesdropping on your work. If the status bar of your browser is visible, encrypted sessions are identified by the presence of a lock icon on the status bar at the bottom of your browser window.



Session Timeout

In order to protect your data on the server, all sessions connected via NetStorage have a 30 minute inactivity limit. If your session is inactive for more than 30 minutes, you will be logged out of NetStorage. NetStorage is intelligent about reconnecting you to your session once the session has timed out – after supplying your password again, NetStorage will allow you to continue working in the same directory that you were working with before the timeout occurred.



Note: The session timeout protects your data on the server in case you accidentally forget to log out and leave the computer with an open connection to the server and your files.

After You Are Finished Using NetStorage

Log Out Properly

Make certain that you log out according to the instructions provided in the "When You are Done with NetStorage" section of this document. Once properly logged out, it is impossible for an intruder to access the original copies of your files on the server.

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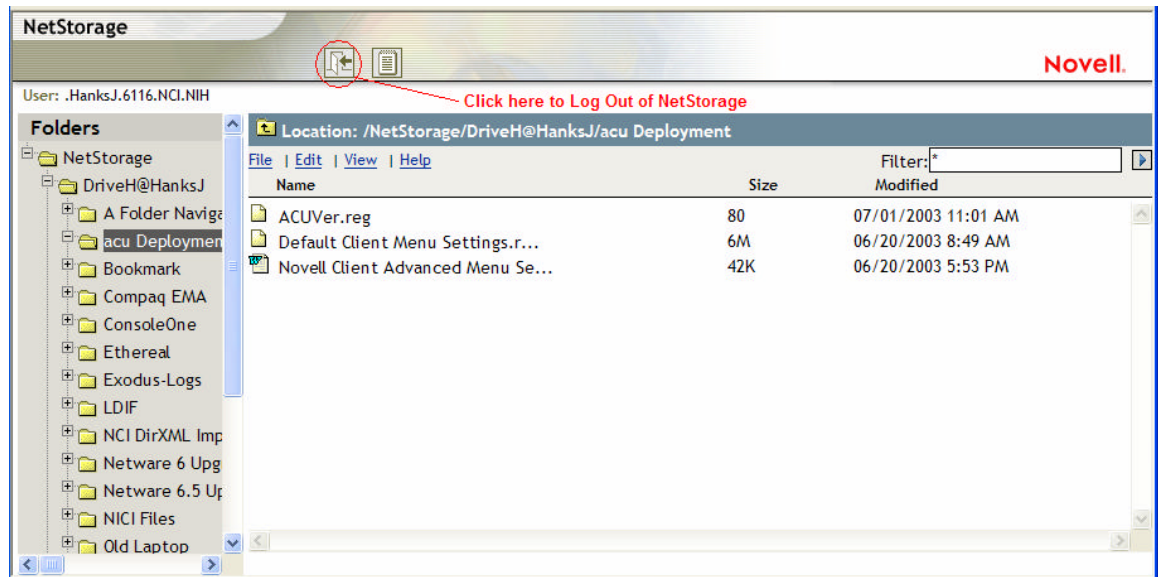
Remove Downloaded Copies of Files Accessed via NetStorage

Make certain that you delete any copies of files that you have downloaded to the computer before leaving the computer. Once the copies have been deleted, make sure you empty the Windows recycle bin.

When You are Done with NetStorage

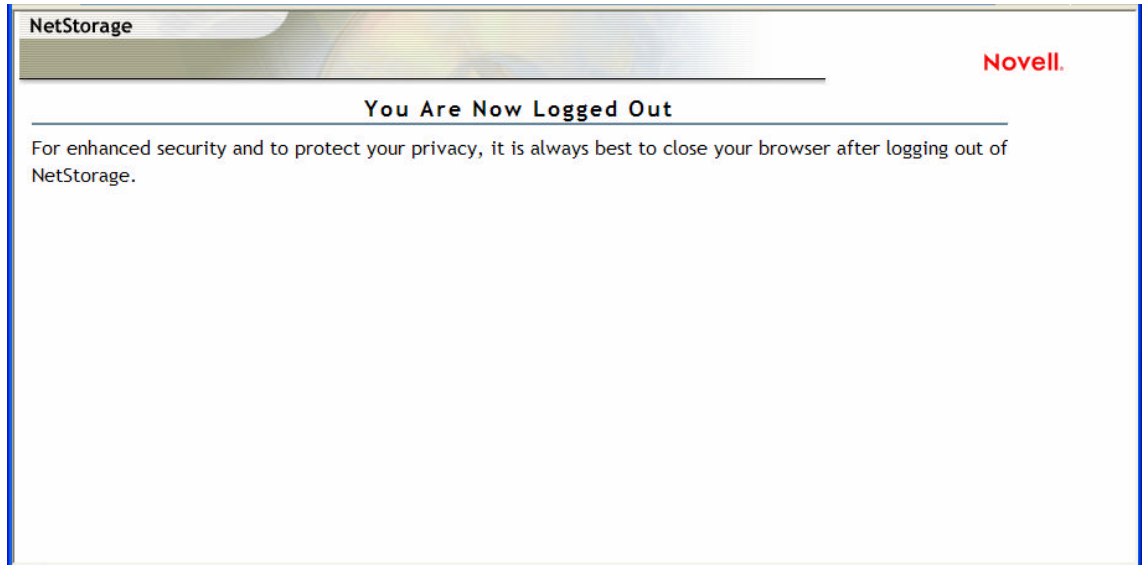
Logging Out

When are finished accessing your files with NetStorage you should be certain that you log out of the service. If you don't log out and someone else uses the computer, they will be able to do anything with your files on the server that you could do (downloading copies, deleting files, etc.). In order to protect yourself you should logout by clicking the Log Out button (it looks like an arrow pointing out a door).



When the log out process has completed you will be presented with a screen similar to the following:

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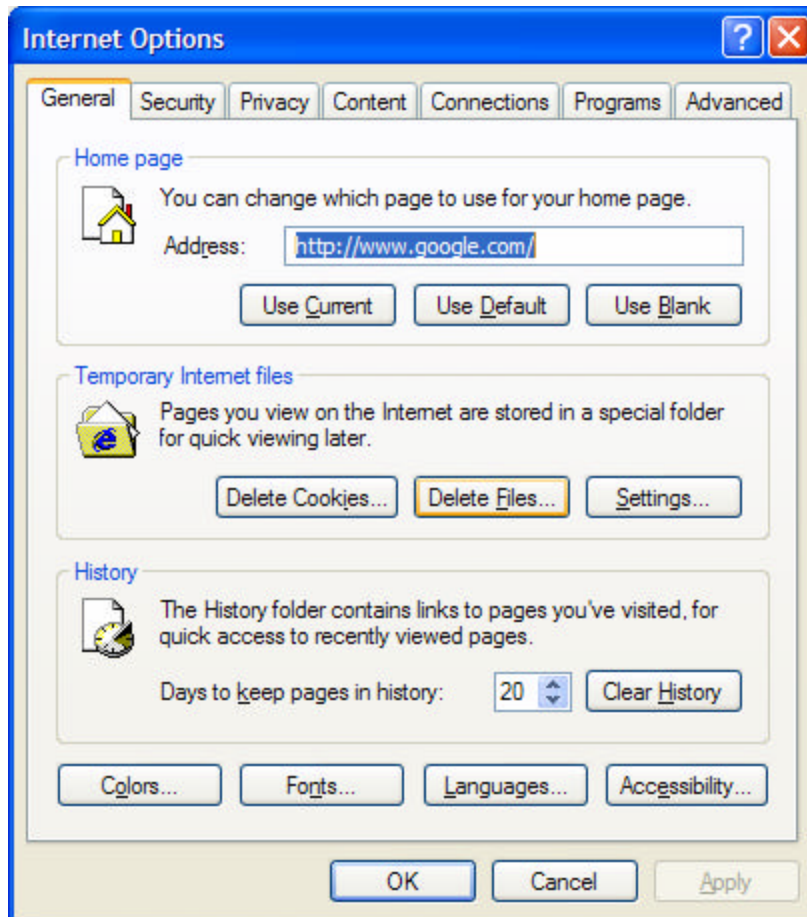
Clearing the Browser's Cache When Finished

All of the browsers supported by NetStorage have a feature called a cache which stores copies of information downloaded from the server. Caching files helps speed up browsing by reusing information (graphic elements, text and other types of files) already downloaded instead of downloading the same information every time the server uses it. Unfortunately, the improvement in performance provided by caching can provide people who know how to take advantage of information in the cache with the ability to intrude on your privacy. In order to make certain that your privacy is protected you should clear the browser's cache before leaving a computer that you have accessed NetStorage with.

Use the following steps to clear the Internet Explorer cache:

1. Select Internet Explorer's **Tools** menu
2. Choose the menu item for **Internet Options...**
3. Select the button labeled **Delete Files...**

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4. When prompted to confirm that you want to “Delete all files in the Temporary Internet Files” folder, select the **OK** button.

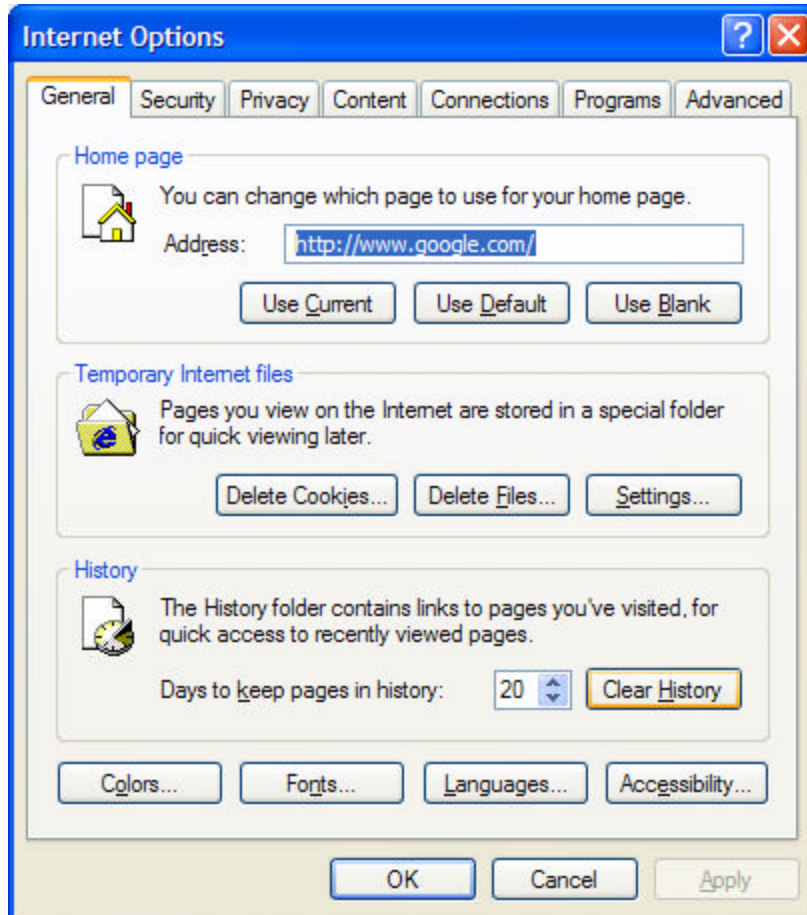
Clearing the Browser’s History When Finished

All of the browsers supported by NetStorage have a feature which stores links to web pages that you have visited. This history can be handy to help you find a web site that you have previously visited if you forget the exact address of the web site. This feature could be used by anyone having access to the computer to determine which files on the server that you have accessed. In order to make certain that your privacy is protected you should clear the browser’s history before leaving a computer that you have accessed NetStorage with.

Use the following steps to clear the Internet Explorer History:

1. Select Internet Explorer’s **Tools** menu
2. Choose the menu item for **Internet Options...**
3. Select the button labeled **Clear History...**

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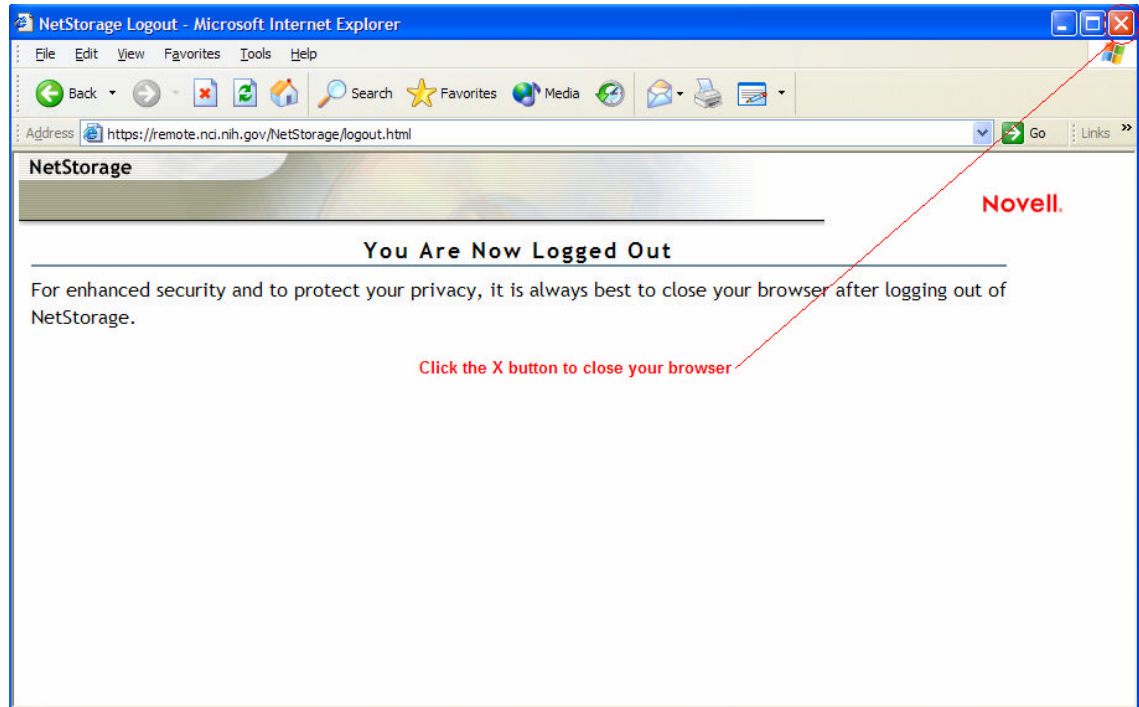


4. When prompted "Are you sure you want Windows to delete your history of visited Web sites?", select the **Yes** button.

Closing the browser when finished

For added security it is recommended that you exit all of your web browser windows before leaving the computer.

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Common Problems Encountered Using NetStorage

Pop-Up Blockers

Most actions in NetStorage use Pop-Up windows that may be blocked by software added to the computer. Make certain that pop-up blockers such as the Google Toolbar are configured to allow pop-ups when visiting the <https://remote.nci.nih.gov> web site.

Unable to navigate to directories that aren't mapped via the login script

If you need access to files residing in directories that aren't mapped via the login script, you will need to contact the help desk and request that a special user or profile mapping be configured to set up a drive-letter connection to the needed directory at login time.

Can't Find the File You Downloaded?

When downloading files you are given the option of opening your file or saving your file. It is strongly recommended that you save your file into a directory of your choosing so that it will be easy for you to find later. Selecting the option to open your file when you start the download will result in the file being placed in the temporary working directory for the browser. This location varies depending on the browser and operating system. Sometimes the temporary working directory is a hidden directory. These factors may make it difficult to locate downloaded files unless they are saved to a location that you specify.

Tip: Internet Explorer Version 6 uses "C:\Documents and Settings\Profile\Local Settings\Temporary Internet Files" as its temporary working directory. In order to see this directory in Windows Explorer, you will need to enable the option to view hidden files and folders.

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When Downloading a File from the Server a Blank Window Opens but the File isn't Downloaded

There are two likely scenarios under which NetStorage would attempt to download a file but be unable resulting in a blank windows being displayed:

Insufficient Rights to the File – If you have read-only access to a file and select the menu option to **Download for Editing...**, you will be prevented from downloading the file. Unfortunately, instead of displaying an error message to let you know that you don't have the right to edit the file, NetStorage displays an empty window. You might want to try the menu option to **Download for Viewing...**, this may allow you to download a copy of the file; however, if you need to modify the file and save it back to the server you will need to rename the file before saving it back to the server (creating a new version of the file).

The File is Locked by Another User – If you attempt to open a file that another user has already locked (via NetStorage's Download for Editing menu option or opening directly from the NCI network), you will be prevented from accessing the file until the other user is finished. Unfortunately, there is no message displayed to let you know that this is happening.

Error – “Error uploading some or all of the files” while Saving a File to the Server

If you attempt to upload a file to the server after someone else has locked the file (either by Downloading for Editing or opening directly from the NCI network), you will get this error. In order to make sure that you save your changes you will need to save the file with a different name (creating a new version of the file on the server).

Differences Between this Version of NetStorage and the Previous Version

The initial implementation of NetStorage at NCI used an older version of the software that did not provide as much functionality as the current implementation. The following enhancements are now provided by NetStorage:

- Login is now contextless – you only need your login account and password to log in
- Directory listings are now sorted with directories appearing first and files appearing afterwards
- The default page size for directories containing large numbers of items has been increased from 25 to 100
- Directories containing large numbers of items can be navigated more quickly using the new Go To feature
- Finding items is much easier using the new filter feature which allows you to do a partial name search using wildcards
- There is an option to see files that have been deleted – there are also options allowing deleted files to be recovered or purged
- There is an option to examine the properties of a file so that the exact size, creation date, and last modified date are now available to NetStorage users
- The Help menu has been greatly improved